

Council on Educational Technology

Collette Educational Resource Center
35 Commerce Way
Dover, Delaware 19904
Conference Room B

Meeting Minutes

September 11, 2019
1:30p.m.

Members Present: Kristine Bewley, Caleb Bontrager, Chris Cohan, Patches Hill, Michael League, Chuck Longfellow, Alyssa Moore, Jon Sheehan, Dan Shelton, Phil Smallwood, Denise Stouffer, and Mary Nash Wilson

Members Absent: Ruth Ann Jones, Jim White, and Patrik Williams

Others Present: Mark Cabry, Jason Clarke, Tony Clemmons, Elizabeth Lewis, Randy Reynolds, Jennifer Roussell, and Ben Wells

I. Opening

A. **Call to Order:** Alyssa Moore called the meeting to Order at 1:35p.m.

B. **Roll Call**

Alyssa Moore conducted roll call for the meeting with 12 members present (Bewley, Bontrager, Cohan, Hill, League, Longfellow, Moore, Sheehan, Shelton, Smallwood, Stouffer, and Wilson).

C. **Approval of Agenda**

A motion was made by Kristine Bewley and seconded by Phil Smallwood to approve the September 11th agenda. *The motion carried unanimously* (Bewley, Bontrager, Cohan, Hill, League, Longfellow, Moore, Sheehan, Shelton, Smallwood, Stouffer, and Wilson).

D. **Approval of Minutes**

A motion was made by Chuck Longfellow and seconded by Denise Stouffer to approve the July 17th minutes. *The motion carried unanimously* (Bewley, Bontrager, Cohan, Hill, League, Longfellow, Moore, Sheehan, Shelton, Smallwood, Stouffer, and Wilson).

II. Ongoing Presentations

- a) **Presentation on Microsoft Licensing:** Jason Clarke from DTI shared that Capital School District will pilot the new email program that will include the Microsoft Office Suite in addition to Outlook. Roll out to all LEAs will take place throughout the year. DTI will provide communication to the TechMACC group. Brief discussion took place on the different levels of email exchange products with Microsoft, noting that some LEAs have upgraded to the E3 subscription, but none are currently on the E5 plan. The council is considering a recommendation for all LEAs to upgrade the free version to include

Advanced Threat Protection (ATP). DTI will research cost of ATP and report out at the next council meeting.

- b) **Presentation on Content Filtering:** Kristine Bewley and Tony Clemmons presented on behalf of the subcommittee that was developed to create a draft policy memo recommendation on content filtering. The introduction is as stated: “Keeping students safe and focused on learning in digital spaces is of foundational importance in education today. As schools work to increase and improve online learning, the need exists for a tool that will enhance filtering of Internet content on student devices, particularly when being used outside of the school, while also helping to keep students safe. The tool should also include improved reporting of student online activity and potential self-harm to school personnel while providing increased transparency to families. The Council on Education Technology recommends research and adoption of a scalable, subscription-based content filtering solution. The effort would ultimately replace the current on premise content filtering tool, governed by DOE and implemented and supported by DTI, employed to ensure Delaware’s CIPA compliance. The new solution should allow for control and visibility of student activity both on and off network, including home and community, and support delegation of policy control to the LEAs. The system should provide enhanced modern services to include self-harm detection, reporting services, and a visibility tool for parents/guardians. Requirements included:

- Content Filtering for CIPA Compliance
 - On premise and off premise filtering
 - Ability to have different policies on premise vs. off premise
 - Internet Activity logging/reporting
 - Categorization engine and re-categorization
 - Visibility into behavior/traffic
 - Visibility within SSL
- Usage and Compatibility
 - Shared management portal (LEA and DTI)
 - Device Agnostic
- Safety Detection
 - Algorithms to detect cyberbullying, self-harm, and violence in internet activity, documents, and email
 - Live monitoring to review possible dangerous situations that need immediate attention.
 - Safety detection alerting through logging, email, and phone contact
- Parent/Guardian Visibility and Control
 - Parent reporting into student activity
 - Ability for parental control off premise
- Classroom Management Tool – Optional
 - Define sites to maximize learning and minimize distractions
 - Teacher visibility of student devices during classroom instruction”

A motion was made by Kristine Bewley and seconded by Michael League to approve the Policy Memo Recommendation. ***The motion carried unanimously*** (Bewley, Bontrager, Cohan, Hill, League, Longfellow, Moore, Sheehan, Shelton, Smallwood, and Stouffer; Wilson left the meeting).

1. **Financial considerations:** Two vendors were selected and provided quotes for Red Clay Consolidated School District – the committee used those numbers as examples of what cost might look like. Additional costs (personnel) and other resources will be provided at the next meeting to get a final estimated cost prior to the FY21 state budget recommendation deadline.

- c) **Presentation on Switches:** Chris Cohan presented the Draft Network Switch Recommendation and after suggestions for minor edits, the council came to conclusion on this statement: “Ensuring equitable Internet access and services for public school students throughout the State requires consistent and dependable service-delivery via a reliable backbone infrastructure. The history of standardization in areas of hardware, support, and associated requirements has created a highly available, extremely efficient, and cost-effective network environment provided to all public K12 buildings in Delaware. The Council on Educational Technology recommends defining a centralized funding model for managed network solutions, hardware, maintenance and staffing that will continue to enhance the technology foundation in our schools to eliminate the risks associated with any variations in access and services provided to our students.” A motion was made by Dan Shelton and seconded by Chuck Longfellow to adopt the draft network switch recommendation. *The motion carried unanimously* (Bewley, Bontrager, Cohan, Hill, League, Longfellow, Moore, Sheehan, Shelton, Smallwood, Stouffer, and Wilson).

1. **Financial considerations:** Request is for 8.4 million to replace all switches that have not been replaced since the refresh in 2010. Note: To replace all switches in the K12 network would have cost 10.8 million; however, in the last five years, several districts used eRate funding to replace bad switches in their schools.

III. **Topics Requiring Council Consideration**

- Needs Assessment
- Microsoft Licensing
- Content Filtering
- Switches

IV. **Needs Assessment Sub-committee Report-out**

Michael League requested this agenda item be tabled to next meeting. Initial conversations are taking place; however, currently there is nothing to report out.

V. **Other Items for Discussion**

- a) **Meeting dates moving forward:** Alyssa Moore will send out a Doodle Poll for a meeting in late September/early October to finalize budget request recommendations for FY21.

VI. **Public Comment**

Randy Reynolds commended the committee for the movement that was taking place in the recommendations and requested that the committee continue to meet through the budget process.

VII. **Adjournment**

A motion to adjourn was made by Phil Smallwood and seconded by Patches Hill. *The motion carried unanimously* (Bewley, Bontrager, Cohan, Hill, League, Longfellow, Moore, Sheehan, Shelton, Smallwood, Stouffer, and Wilson). The meeting adjourned at 3:34p.m.